

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Administrative Analyst I Administrative Analyst II	Job Family: 2 2
General Classification: Professional	Job Grade: 22 26

Definition: To perform responsible professional and technical administrative duties in providing staff assistance to departments and major divisions of offices; to conduct special studies, surveys and research assignments in a variety of administrative and operational procedures and topics; and to do related work as required.

Distinguishing Characteristics: Administrative Analyst I: This is the entry-level class in the Administrative Analyst series. This class is distinguished from the Administrative Analyst II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Administrative Analyst II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Receives immediate supervision from management or professional staff and may receive technical and functional supervision from an Administrative Analyst II.

Administrative Analyst II: This is the full journey-level class within the Administrative Analyst series. This class is distinguished from the Administrative Analyst I by the assignment of the full range of duties possible. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Administrative Analyst I level. Administrative Analyst IIs are distinguished from the Senior Administrative Analysts since Administrative Analyst IIs are assigned responsibility for smaller programs and projects and/or administrative subfunctions of the department.

Receives general supervision from management or professional staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Conduct surveys and perform research and statistical analyses; compile and analyze data, prepare summary reports.

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2. Assist in developing and conducting special management studies, surveys and research assignments.
3. Participate in the development and installation of new or revised programs, systems, procedures and methods of operation; update and revise policies and procedures and manuals.
4. Assist in the development, coordination and monitoring of the department budget; analyze costs; prepare a variety of fiscal, administrative and management reports.
5. Participate in administering contracts including those relating to capital improvement projects; monitor programs for compliance with applicable regulations.
6. Assist in the design and implementation of systems and forms for use in operation.
7. Represent the City in interdepartmental, community and professional meetings as required; make presentations as necessary.
8. Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
9. May represent the department or City in outside meetings.
10. Assist in the analysis and revision of departmental systems, procedures and forms.
11. Conduct special projects, as requested, relating to a division or departmental program.
12. Perform related duties as assigned.

Minimum Qualifications:

Administrative Analyst I

Knowledge of: Principles and techniques of public administration including basic budgeting and local government organization/structure; statistical concepts and

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methods; operation of personal computers, i.e., word processing, spreadsheet and data base programs.

Ability to: Collect, compile and analyze information and data; communicate clearly and concisely, both orally and in writing; learn City policies and procedures relating to departmental programs; prepare concise reports, memos, and correspondence; review organizational and administrative problems, and recommend and implement an effective course of action; develop and maintain organized systems and procedures for conducting departmental programs; make oral presentations; relate effectively with the public and employees.

Administrative Analyst II

In addition to the minimum qualifications for Administrative Analyst I:

Knowledge of: Research techniques, sources and availability of information, and of report preparation and presentation; pertinent Federal, State and local laws and regulations; principles, methods and practices of public administration and budgeting; organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; principles and practices of administrative research analysis, including statistics and data analysis.

Ability to: Prepare and present reports and studies; conduct administrative research and analysis; plan and conduct division or departmental programs, including organizing and facilitating meetings; properly interpret and make decisions in accordance with laws, rules and policies; evaluate program effectiveness through systems analysis and other programmatic standards.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Administrative Analyst I

Recommended: No experience required. Graduation from an accredited college or university with a bachelor's degree in public or business administration or a related field.

or

Training and experience equivalent to an associate of arts degree and two years of full-time experience at the Administrative Aide level with the City of Mountain View.

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Administrative Analyst II

Recommended: Two years of full-time administrative and analytical experience equivalent to the position of Administrative Analyst I with the City of Mountain View. Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics or a closely related field.

Required Licenses or Certificates: May need to possess a valid California driver's license as required by the position.

Established January 1994

Revised February 2004

CLASS SPECS

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